STARS USER MANUAL..1

STARS USER MANUAL

INTERAGENCY BILLING: DOCUMENT FILE STATUS INDICATORS

INTRODUCTION

STARS creates a record in the Document File when an interagency billing is set up. The current document number, a required field on most transaction codes, becomes the Document Number on the Document File. However, in an interagency billing the Current Document Number of the billing agency that posts to the Document File will later become the Invoice Number that the paying agency uses when they pay the bill.

For example, TC130 – Record Interagency Billing (Due From Other Funds or Appropriations) requires that the billing agency enters a Current Document Number and Suffix when they set up this type of receivable (interagency billing). This transaction creates an individual record on the Document file under the billing agency since document numbers are agency specific. When these transactions post, STARS updates several financial files but few have enough detail to track the transaction like the Document File.

DOCUMENT FILE STATUS INDICATORS

Document file status indicators are updated from miscellaneous tables at the time the first transaction is posted to the Document File. A change to the file status indicators can stop a transaction from processing against the Document File since the information no longer matches. The following is a list (in order of position on the Document File) of those tables and indicators:

Position	Table	Indicator
1	PCA	Allocation Program Level
2	Budget Unit	Appropriation Organization Level
3	Budget Unit	Appropriation Program Level
4	Budget Unit	Appropriation Object Level
5	Budget Unit	Appropriation Project Level

Position	Table	Indicator
6	Budget Unit	Allocation Project Level
7	Grant Control	Object Post Level
8	Grant Control	Grant Type
9	Budget Unit	Allocation Object Level
10	Index Code	Allocation Organization Level
11	Project Control	Object Post Level
12	Project Control	Project Type
13	Grant Control	General Ledger Grant Level
14	Descriptor Table 23 (Fund Detail)	Appropriation Fund Level
15	Descriptor Table 23 (Fund Detail)	Allocation Fund Level
16	Descriptor Table 23 (Fund Detail)	Grant/Phase Fund Level
17	Descriptor Table 23 (Fund Detail)	Project/Phase Fund Level

TO USE ONLINE FILE INQUIRIES

The Document File is accessible through two inquiry screens in STARS – the
DOCUMENT FILE RECORD INQUIRY (S064) and the DOCUMENT FILE
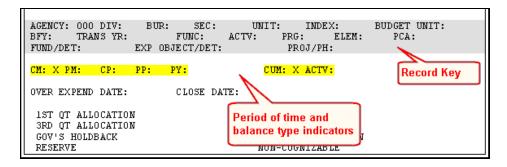FINANCIAL INQUIRY (S074).

The main difference between the two screens is the DOCUMENT FILE RECORD
INQUIRY (S064) screen shows the subsidiary number as well as more detailed
classification structure and some file status indicators. The DOCUMENT FILE
FINANCIAL INQUIRY Screen (S074) provides similar but less information than the
S064 screen and shows the document information in a different order. The S074 screen
does not show the Classification Structure and Subsidiary

1. From the STARS-Main Menu, type I in the FUNCTION field and press ENTER.
2. Type the number of the File Inquiry in the FUNCTION field and press ENTER.
   (E.g., type 64 in the FUNCTION field for the DOCUMENT FILE RECORD
   INQUIRY.)

Stars File Inquiry Menu

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VERSION 3.1                 STARS--FILE INQUIRY MENU                    S014

 FUNCTION: 61

      RECORD INQUIRIES                     FINANCIAL INQUIRIES

 61 ALLOCATION FILE (AL)            71 VENDOR PAYMENT FILE (VP)
 62 APPROPRIATION FILE (AP)         72 APPROPRIATION FILE (AP)
 63 CASH CONTROL FILE (CC)          73 CASH CONTROL FILE (CC)
 64 DOCUMENT FILE (DF)              74 DOCUMENT FILE (DF)
 65 GENERAL LEDGER FILE (GL)        75 SUBSIDIARY FILE (SF)
 66 GRANT FILE (GP)                 76 GENERAL LEDGER FILE (GL)
 67 OPERATING FILE (OF)             77 GRANT FILE (GP)
 68 WARRANT WRITING FILE (WW)
 69 SUBSIDIARY FILE (SF)            81 PROJECT FILE (PJ)
 80 PROJECT FILE (PJ)
 85 GRS GENERAL LEDGER FILE (GG)
 86 GRS OPERATING FILE (GO)
 87 GRS DETAIL FILE (GD)
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3. Enter the record key (or as much of it as you know).
4. Use the default period of time and balance type indicators or select different ones. To select different indicators, delete the X from the default fields and type an X next to the indicators you want to use.
5. Press ENTER. The financial information for the specific record will be displayed.
6. If necessary, press ENTER to display the next record in sequence.

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AGENCY: 000 DIV:     BUR:    SEC:      UNIT:    INDEX:      BUDGET UNIT:
BFY:     TRANS YR:       FUNC:   ACTV:    PRG:      ELEM:    PCA:
FUND/DET:        EXP OBJECT/DET:         PROJ/PH:

CM: X PM:   CP:    PP:    PY:            CUM: X ACTV:              Record Key

OVER EXPEND DATE:        CLOSE DATE:

  1ST QT ALLOCATION                Period of time and
  3RD QT ALLOCATION                balance type indicators
  GOV'S HOLDBACK
  RESERVE                           NON-COGNIZABLE
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TO USE THE INTERRUPT FUNCTION

If you are in a STARS screen already, you can use the INTERRUPT function to go to the File Inquiry menu:

1. Press HOME and then press SHIFT+TAB to move the cursor to the INTERRUPT field.
2. Type MI and press ENTER. The File Inquiry Menu will open. (If you know the file number, type it in the INTERRUPT field and press ENTER. E.g., type 61 and press ENTER to open the Allocation File.)
3. When finished with your inquiry, press F4 to return to the screen you were on.